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O/Security

For official Use Only 16 May 63

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MEMORANDUM FOR: Director of Classification Management,
Office of the Assistant Secretary of
Defense Manpower

SUBJECT : CIA Policy Regarding Classification of
Titles of Documents

1. In response to your request of 18 February 1963, this Agency has reviewed its policy regarding the classification of the titles or subjects of CIA intelligence reports and publications.

2. CIA does not separately classify the titles or subjects of its intelligence reports and publications. In general, such titles are considered to bear the same classification as the reports or publications. Further, CIA desires that citations of titles of its classified reports or publications do not appear in unclassified bibliographies. The downgrading or declassification of a title of a classified CIA intelligence report or publication requires the approval of CIA, except where the provisions of Paragraph (b), Section 4 of Executive Order 10501, as amended, can be applied.

3. The policy of CIA that titles of classified CIA intelligence reports or publications do not appear in unclassified bibliographies is based upon the statutory requirement (Section VI, CIA Act of 1949, as amended) whereby the Director of Central Intelligence has the responsibility for the protection of intelligence sources and methods. It is known that unclassified bibliographies are given very broad dissemination. This tends over a period of time to enable individuals not possessing a "need to know" to compile considerable knowledge of the scope of the classified activities of CIA and the Intelligence Community which would be detrimental to the national security.

4. In order to better serve the Intelligence Community, originators of CIA reports are consistently instructed to make

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the titles more reflective, so that the recovery of information introduced into its reference system, for example, Intellofax, Intelligence Publications Index, and Walnut, can be facilitated and that unnecessary requests for documents by analysts can be avoided. This is somewhat at variance with Department of Defense procedures under DOD Instruction 5210.47, Paragraph VIII, C.5., on Page 24.

6. In response to your particular inquiries, the following is submitted:

(1) CIA has considered the establishment of a uniform practice of placing immediately after each [redacted] a symbol to indicate its classification which would be based on the overall classification of the document. It was decided not to adopt this system, even though your letter stated that DOD and ACDA would understand that such symbols did not represent that a determination in each case had been made based upon the content of the title itself. The utilization of symbols would imply and properly so, a deliberate classification of the title which in some instances would be incorrect and would tend to negate the principle of deliberate classification. This decision is also based on this Agency's desire that titles of intelligence reports and publications do not appear in unclassified bibliographies as hereinbefore stated. CIA considers the title or subject of a document to be a part of the document the same as any given paragraph or item, and when cited, to be an extract of the document. Under provisions of Paragraph (b) of Section 4 of Executive Order 10501, as amended, extracts retain the classification of the document from which derived, unless the Agency making such extracts knows positively that a lower classification or declassification is warranted. Inclusion of CIA's policy in DOD instructions as you propose is not deemed necessary in view of the above quoted provision of the Executive Order.

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(2) National Intelligence Estimates and Special National Intelligence Estimates (USIB products) are the only publications which contain a separate classification of the titles or subject. This separate classification is found on the inside cover. The National Intelligence Survey Committee established a procedure whereby the holders of National Intelligence Surveys (also USIB products) could refer to them on an unclassified

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basis. The number of intelligence reports or documents which have recurring titles of such a nature as to require no classification would be so insignificant in comparison with total production that separate marking of these titles would serve no useful purpose, and in addition, in almost all instances, the provisions of Paragraph (b) of Section 4 of Executive Order 10501, as amended, could be applied.

(2) In regards to the proposal that each title be coded it is noted that almost invariably substantive intelligence reports do contain identifying information such as document numbers or publication series which do permit unclassified reference to specific documents; for example, CCB and CS numbers, CCB RSM, CB numbers, or OCI Special Report numbers. However, CIA policy would prohibit this utilization if their arrangement under specific headings would reveal on an unclassified basis, the subject matter, a portion of or the scope of intelligence reporting.

Howard J. Osborn
Director of Security

cc: Classification Control Officer,
Arms Control and Disarmament Agency

Classification Control Officer,
Defense Intelligence Agency

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OS:PhySD/SB [redacted] (14 Apr 65) Rewritten: WSW/HCC:gec:aeb
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